

# MARIHE

## Guideline for Applicants

V.1

September 2018

The intention of this Guideline is to provide information regarding the application requirements and application process for MARIHE programme. Where applicable, the Guideline **refers to coactive information presented on MARIHE website: [www.marihe.eu](http://www.marihe.eu)**.

We kindly advise applicants to make themselves familiar with the information provided on MARIHE website, especially **the information about the programme, the admission requirements and application process and the FAQ section**.

The website further includes a **Download section offering the templates and additional information for application documents** (including this guideline).

MARIHE programme **only accepts electronic applications** submitted through our MARIHE application database:  
<http://moodle.donau-uni.ac.at/marihe/>



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## Part 1: Application Requirements

### 1. About MARIHE

MARIHE – Master in Research and Innovation in Higher Education – programme is [an Erasmus Mundus Joint Master Degree \(EMJMD\)](#) supported by the Erasmus+ Programme of the European Union. The programme has a duration of four semesters (two years). The language of tuition is English.

MARIHE is jointly conducted by: Danube University Krems/Austria (coordinator), University of Tampere/Finland, Beijing Normal University/China, Osnabrück University of Applied Sciences/Germany, Eötvös Loránd University/Hungary, and Thapar Institute of Engineering and Technology (deemed to be University)/India.

More information: [www.marihe.eu](http://www.marihe.eu)

### 2. Costs and Funding

The participation costs ("tuition fees") for the whole study period of four semesters for non-scholarship holders amounts to 12 000 €. For a detailed description of what is included and of the estimated living expenses during the programme, please refer to MARIHE website.

As advertised on MARIHE website, applicants can apply for **Erasmus+ scholarships for participating in an Erasmus Mundus Joint Master Degree programme (EMJMD)**. There are two different categories of these "Erasmus Mundus scholarships":

- Erasmus Mundus Scholarships for applicants from Erasmus+ [partner](#) countries
- Erasmus Mundus Scholarships for applicants from Erasmus+ [programme](#) countries.

To find out for which category you may apply and about the amount of funding through Erasmus Mundus, as well as about other funding and scholarship sources, please refer to [www.marihe.eu](http://www.marihe.eu).

### 3. About Admission Requirements

#### 3.1 The Three Admission Requirements

To apply to the MARIHE programme, applicants have to show that they fulfil the following admission requirements.

- **Applicants must hold a first university degree.** This should be at least a Bachelor Degree issued by a university, quantified as three years of studies corresponding to 180 [ECTS](#).

If ECTS is not used in the country where the first degree was acquired: proof of a successfully completed period of study at higher education level considered comparable with a Bachelor Degree. The decision on this will be made by the MARIHE Consortium.

We do not require the first university degree to be from a specific discipline, with **one exception**:

If an applicant would like to choose the **specialization "Learning and Teaching"** this requires **minimum 50 ECTS** from previous studies in any of the following study areas: **pedagogy, psychology, andragogy, sociology, law, social sciences, economic sciences or health sciences**. For more information, applicants may contact consortium partner Eötvös Loránd University/ELTE: Mrs Eszter Hámori-Szabó, [admission@ppk.elte.hu](mailto:admission@ppk.elte.hu)

- **Applicants shall show a strong motivation and interest** to learn and work in the field of development and management of research and innovation in higher education.
- **Applicants shall have sufficient knowledge of English for academic purposes**. This is to be proved by an English language test certificate accepted by MARIHE programme (see below).

Sufficient knowledge of English for academic purposes is vital for student success in MARIHE. The requirements explained here follow the different institutional and national regulations of the consortium partners. **MARIHE consortium can only accept the five English language test certificates listed in this guideline, and can only grant exemptions on basis of the three cases explained in this guideline.**

### 3.2 English language test certificates accepted by MARIHE programme

MARIHE programme accepts the following five English language test certificates as proof of proficiency in English:

- 1) **TOEFL (Test of English as a Foreign Language)** with a minimum score of 92 (Internet-based test) or of 580 (paper-based test);  
Note: scores from TOEFL ITP/institutional testing programme are not accepted.
- 2) **IELTS (Academic)**, ([International English Language Testing System](#)); with a minimum band score of 6.5 with no individual score below 5.5.
- 3) **PTE (Academic)** ([Pearson's Test of Academic English](#)) with a minimum score of 62.
- 4) **C1 Advanced**, formerly known as Cambridge English: Advanced/**CAE** (test offered by Cambridge Assessment English), with a minimum result of grade C.
- 5) **C2 Proficiency**, formerly known as Cambridge English: Proficiency/**CPE** (test offered by Cambridge Assessment English), with a minimum result of Level C1.

An English language test certificate you have taken in the past may have expired (usually after two years). We kindly advise you to check on your certificate. If an English language test certificate has expired before MARIHE Secretariat receives it, we may not be able to validate it and the application may be rejected due to formal reasons.

### 3.3 Exemption from English language test requirement

Applicants may ask for being exempted from the English language test requirement, **if they have successfully completed one of the following:**

- a) A Bachelor's degree completed in English in a university or university of applied sciences in any country of the [European Union](#) (EU) or the [European Economic Area](#) (EEA), or in Switzerland, Australia, Canada, New Zealand, the United Kingdom, or the United States. You must have resided in the country while studying.
- b) A two-year Master's degree completed in English in a university or university of applied sciences in any country of the European Union (EU) or in the European Economic Area (EEA), or in Switzerland, Australia, Canada, New Zealand, the United Kingdom, or the United States. You must have resided in the country while studying.
- c) Secondary education completed in English in Australia, Canada, Ireland, New Zealand, the United Kingdom, or the United States.

In addition to submitting proof of an adequate degree or secondary education as described, applicants may also be interviewed before being exempted.

### 3.4 Work experience

Work experience is not an admission requirement. However, work experience can be a strong advantage for an application, especially if it has been acquired working for (higher) education institutions. To have work experience acknowledged, applicants should clearly state it in their CV (employer, duration, function, tasks and responsibilities) and may attach a confirmation of their employer to the CV. Furthermore, recommendation letters to be submitted as application document No. 9 can be from a supervisor at work.

## Part 2: Technical Process

### 4. Application Period and Process

***Please note:***  
***MARIHE only accepts electronic applications submitted through our  
MARIHE application database:  
<http://moodle.donau-uni.ac.at/marihe/>***

#### 4.1 Application Period

**For exact deadlines**, as well as for more information on application, review (assessment criteria), student selection and admission process, please refer to [www.marihe.eu](http://www.marihe.eu)

The application period for the participation in MARIHE with an Erasmus Mundus scholarship is approximately open from September to November in the year before student intake.

The application period for the participation in MARIHE without Erasmus Mundus scholarship is approximately open from February to May in the year of student intake. The list of application documents and their requirements are mainly the same for both application periods, only the application form (application document No. 1) is different.

#### 4.2 Electronic Application Process

##### **Register in the MARIHE Application database.**

Go to <http://moodle.donau-uni.ac.at/marihe/> and follow “**Create new account**”. If you have an account from a past application period of MARIHE, this account can be used again.

Please be accurate when entering data to create an account, as you cannot change afterwards. E.g. make sure that you enter first name and last name with correct spelling and as written in your passport. To finish account creation, an e-mail with a validation link will be sent to the e-mail address you have provided.

In the application database, you can enrol yourself into the Moodle course room MARIHE\_Intake\_2019\_Application\_Scholarship (<https://moodle.donau-uni.ac.at/marihe/course/view.php?id=165>).

##### **Step 1: Complete your profile – Personal data and basic information**

Please enter your personal data and some basic information regarding your application. Please make sure you have completed Step 1 before completing Step 2.

##### **Step 2: Upload of application documents**

Upload your application documents (see chapter *Required Application Documents*).

After completing step 2, submit your application. You will receive an acknowledgement of receipt, sent to the e-mail-address with which you have registered in the MARIHE application database. For technical reasons, this acknowledgement of receipt may take some time.

## 5. Required Application Documents

### 5.1 Technical Specifications for application documents

- Download all templates and accompanying information from <http://www.marihe.eu/insidemarihe/download-section>
- All application documents should be prepared in **English language**, or, if they are originals in other languages, should be translated into English according to our translation requirements specified below.
- Submit **each application document as a single PDF file** (apart from the photograph/document no. 7, see information below). This means, for each application document, you must upload only one PDF file (for the photograph: other file). If a document has several pages (e.g. scanned copies) they have to be merged into one PDF document.
- The maximum file size per file/application document is **10 MB**.
- Please **name the files** of your application documents as follows:

No.	Type of application document	File name
1	Application Form	01_appform_surname_firstname_2018.pdf*
2	Passport/Personal Identification Card	02_ID_surname_firstname_2018.pdf
3	Curriculum Vitae / CV	03_CV_surname_firstname_2018.pdf
4	Letter of Motivation / LoM	04_LoM_surname_firstname_2018.pdf
5	Final University Diploma from prior university degree(s)	05_universitydegree_surname_firstname_2018.pdf
6	Transcript of Records	06_transcript_surname_firstname_2018.pdf
7	Photograph (portrait), JPG preferred	07_photograph_surname_firstname_2018.XXX
8	Proof of Proficiency in English	08_englishtest_surname_firstname_2018.pdf
9	Two Letters of Recommendation	09_recommendation_surname_firstname_2018.pdf
10	Essay	10_essay_surname_firstname_2018.pdf

\* Example for No. 1: file name is "01\_appform\_einstein\_alberta\_2018.pdf"

### 5.2 The ten mandatory Application Documents

#### No. 1) Application Form

Download the **MARIHE Application Form (Word format)** under this link:

<http://www.marihe.eu/insidemarihe/download-section>

#### For students with special needs:

"Special needs" in this context means for instance physical disabilities. It does not relate to e.g. an applicant's family situation or to the fact that an applicant has a financially difficult background. All applicants are asked for this information so that MARIHE consortium may assist students with special needs in the best possible way and may apply for additional Erasmus Mundus funding to support their participation. Like all your personal data, the information you provide on this issue is protected and it will in no way affect the chances of your application.

### **Regarding the preference for specialization in the 3<sup>rd</sup>/4<sup>th</sup> semester:**

Students can choose from four different specialization tracks, which comprise the 2<sup>nd</sup> part of the 3<sup>rd</sup> and 4<sup>th</sup> semester:

- Research and Innovation (at University of Tampere)
- Leadership and Management (at Osnabrück University of Applied Sciences)
- Institutional Research (at Danube University Krems)
- Learning and Teaching (at Eötvös Loránd University)

For a detailed description of the specializations, please visit

<http://www.marihe.eu/programs/mobility-specialisations-degrees>

### **No. 2) Scanned copy of passport / personal ID card**

This should be a scanned copy of an **official identification document** including a photograph and personal data like first name, surname and date and place of birth. This data should be described in English (like in passports).

If this data is not described in English language or if the document does not use the Latin alphabet at all, an officially certified translation into English has to be provided as well (see information on translations of documents below).

### **No. 3) Curriculum Vitae (CV) in Europass format (in English language)**

Download the template for Europass CV (Word format) and the Europass CV instructions (PDF) under this link: <http://www.marihe.eu/insidemarihe/download-section>

Instead of using the template, you may also compose your CV online on the Europass website:

<https://europass.cedefop.europa.eu/editors/en/cv/compose>.

In any case, upload your CV as a PDF file.

### **No. 4) Letter of Motivation (LoM)**

Download the template for the LoM (Word format) under this link:

<http://www.marihe.eu/insidemarihe/download-section>

### **No. 5) University diplomas/degree certificates from prior university studies**

A university diploma/degree certificate is an official document issued by a university which confirms that a university degree has been conferred to a graduate. If the original of this document is not in English, please provide the original plus a translation (cf. information on translation of documents below). This application document:

- must include at least the diploma/degree certificate from a university degree of at least three years in duration (in most cases a Bachelor), in order to meet the admission requirements. This diploma/degree certificate should be **the first in the file** (if you hold more than one degree).



- must include transcripts from all prior university studies, including ongoing or unfinished studies (this applies e.g. to applicants that hold more than one degree, or that are still studying for a second degree at the time of application).

### **Instructions for applicants who will obtain their first degree after the application deadline:**

If you receive your final university diploma (of your first university degree) after the application deadline, you may submit it to MARIHE secretariat **until 01 June 2019**.

Please fill in the signed "*Statement on expected first university degree*" (download the template under this link: <http://www.marihe.eu/insidemarihe/download-section>).

Submit the signed statement as application document No. 5 until the regular application deadline, together with your other application documents. The address for sending a scanned copy of the university diploma after the application period has ended, but latest until 01 June 2019, is: [marihe@donau-uni.ac.at](mailto:marihe@donau-uni.ac.at)

### **No. 6) Transcripts of Records from all prior university studies**

If the original is not in English, please provide the original plus a translation (cf. information on translation of documents below). This application document:

- must include at least a transcript from a university degree of at least three years in duration (in most cases a Bachelor), in order to meet the admission requirements. This transcript should be the first in the file (if there is more than one transcript).
- must include transcripts from all prior university studies, including ongoing or unfinished studies (this applies e.g. to applicants that hold more than one degree, or that are still studying for a second degree at the time of application).

### **No. 7) Recent photograph**

This should be a portrait photo and should be preferably in JPG format.

### **No. 8) Proof of proficiency in English language**

For the accepted ways to prove your proficiency in English, please see chapter on *Admission Requirements* above. The result of the English test has to be included as a scanned copy.

**If you choose to submit a TOEFL test:** In addition to the scanned copy, you might let your score be submitted directly from TOEFL to the MARIHE coordinating institution, Danube University Krems. The institutional code for this direct submission of TOEFL results is 8773 (please choose the option "graduate schools of management").

**If you are unable to present the English language test certificate until the application deadline,** you can ask to be granted an extension for this document until **16 January 2019** by filling in the signed "*Statement on late submission of English test score*" (download the template under this link: <http://www.marihe.eu/insidemarihe/download-section>). The signed statement has to be submitted as application document No. 8 until the regular application deadline. Send the scanned copy of the

test certificate after the application period has ended, but latest until 16 January 2019 to: [marihe@donau-uni.ac.at](mailto:marihe@donau-uni.ac.at)

**If you meet one of the criteria for being exempted from submitting an English language test certificate (cf. point 3.3 in this guideline),** please upload as application document No. 8 the respective document (adequate degree or secondary education as described).

### No. 9) Two Letters of Recommendation

Download the information sheet to give to the referees here:

<http://www.marihe.eu/insidemarihe/download-section>

**Please note:** The letters of recommendation should be submitted as scanned copies of the original typed and signed paper letters. They have to include the signature and the contact details of the referee, and (if possible) should be on headed paper of the institution and bear a stamp of the institution. Letters, where the signature has been integrated as a graphic item into the PDF will **NOT** be accepted. Applicants should ask the referees to provide them either with the original signed letter or with a scanned copy of the original signed letter.

### No. 10) Essay

Download the template including the topic and the length of the essay here:

<http://www.marihe.eu/insidemarihe/download-section>

## 6. Translation and Legalisation of Documents

### Translation of Documents

If an applicant would like to submit original documents which are not in English, **officially certified translations into English** have to be provided **in addition to the original**. This is likely to apply to official documents and to university diplomas and transcripts (documents no. 2, 5 and 6 in the list of application documents).

Officially certified translation means that the translation has been done by a **sworn and officially accredited translator**, and that the document has to bear the translator's stamp of accreditation. For countries where accredited translators do not hold such a stamp of accreditation, in most cases a public notary can confirm the translator's accreditation.

For university documents, it is also possible to ask the issuing university to provide a certified translation into English. In this case, the university should apply its stamp on the translated document.

### Legalisation of Documents

**For the application process, university documents do not require legalisation;** but they may have to be translated into English (see above). Legalisation may be necessary after a student has been selected for participation and is asked to submit university documents from the first university degree for the admission process at Danube University Krems (as coordinating institution of MARIHE

programme). The specific **legalisation requirements depend on the country where the university documents have been issued**. For more information, see the website of Danube University Krems: <https://www.donau-uni.ac.at/en/studium/zulassung/index.php>, section "Legalization of foreign documents".

### **Special information for applicants with a degree from a university in China**

In addition to legalisation, **applicants with university documents from China** must provide a certificate from the Academic Evaluation Center ("Akademische Prüfstelle" - APS) in China. **This requirement does not apply to the application process**, but only to the admission process thereafter. We suggest to check for dates and deadlines on the website of APS (Chinese translation available):

<https://www.aps.org.cn/internationale-kooperationen/osterreich>

## **7. Contact**

### **MARIHE secretariat**

c/o Danube University Krems

Department for Continuing Education Research and Educational Management

#### *Postal Address:*

Danube University Krems /Donau-Universität Krems

Department for Continuing Education Research and Educational Management (WBBM)

To: Ms. Katrin Alberts

Dr.-Karl-Dorrek-Straße 30

3500 Krems

Austria

E-Mail: [marihe@donau-uni.ac.at](mailto:marihe@donau-uni.ac.at)

Website: [www.marihe.eu](http://www.marihe.eu)

Facebook: <https://www.facebook.com/marihe.MSc.Erasmus.Mundus/>

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